



CITY OF BLOOMINGTON
parks and recreation

Application for Rental of Special Event Equipment

Please return this form (make copy for your records) along with the appropriate payment at least four weeks prior to your event to:

Becky Barrick, Community Events
Bloomington Parks and Recreation
P.O. Box 848
Bloomington, IN 47402

Phone#: 812-349-3715
FAX#: 812-349-3705

Date of Application: _____ Date Equipment Needed: _____
(Application must be received at least four weeks prior to request)

Name of Person Responsible for Equipment: _____

Address: _____ Phone: _____

Type of Organization (service, social, etc.): _____

Purpose of Event: _____

Anticipated Event Attendance: _____

Location Where Equipment is Needed (state exact location of site, include map if possible)
Location must be within city limits. Bloomington Parks and Recreation must approve site in advance. The mobile stage can only be transported by Parks personnel and will not be moved, once in place.

Time Equipment Must Be Ready: _____

Time Equipment Must Be Removed: _____

I accept responsibility for care of any equipment rented and agree to pay for any damages or loss. I also agree to assume responsibility for group adherence to regulations and policy as listed on the attached pages, and to provide insurance coverage as necessary. I will be responsible for reserving the location where the mobile stage is to be placed and will meet Bloomington Parks and Recreation staff to assure proper stage placement. I understand that once the mobile stage is in place, it will not be moved until the date mutually agreed upon by myself and the Bloomington Parks and Recreation representative. I also understand the mobile stage may only be moved by Bloomington Parks and Recreation Operations staff.

Signature of Designated Representative

Date

Special Event Equipment Rental Prices

All prices listed are per day.

Category I – Non-Profit Organizations

(must provide proof of 501(c)3 at time of rental)

Mobile Stage \$750.00/day + \$350.00 deposit

w/Theatrical Lights \$1000.00/day + \$500.00 deposit

Stage Platforms \$365.00/day + \$185.00 deposit (7 platforms, 4'X8'X3')
\$60.00/day per platform + \$75.00 deposit

Small Platforms \$250.00/day + \$125.00 deposit (6 platforms, 4'X8'X18")
\$50.00/day per platform+ \$50.00 deposit
You must transport and set up.

Category II - For Profit Organizations:

Mobile Stage \$1000.00/day + \$500.00 deposit

w/Theatrical Lights \$1250.00/day + \$625.00 deposit

Stage Platforms \$365.00/day + \$185.00 deposit (7 platforms, 4'X8'X3')
\$60.00/day per platform + \$75.00 deposit

Small Platforms \$250.00/day + \$125.00 deposit (6 platforms, 4'X8'X18")
\$50.00/day per platform+ \$50.00 deposit
You must transport and set up.

- All organizations are required to pay for any damage to the equipment that occurs during the periods of use. Assessed damage costs may exceed the amount of the damage deposit.
- The mobile stage can only be transported by Parks and Recreation, Operations personnel and cannot be moved once it is in place. Transportation fees are included in total cost of the stage.
- Those reserving equipment are responsible for reserving the location where equipment is to be placed. Also, those reserving equipment agree to meet Bloomington Parks and Recreation staff at desired location to assure proper placement of equipment.
- No posters, banners, signs or other materials can be adhered to the stage without prior approval from Bloomington Parks and Recreation. No tape, glue or adhesive material may be used on stage walls, floors, ceiling or any other part of the stage. Any failure to comply with this provision could result in loss of deposit and possible additional repair charge.
- A Bloomington Parks and Recreation site supervisor will remain on site while the stage is in operation. The fee for the site supervisor will be determined by event and staffing availability.
- The site supervisor will monitor stage use as well as weather conditions, and will have the right to shut down the stage if conditions become adverse. Examples of reasons to shut down the stage include, but are not limited to, winds over 25 mph, lightning, or

inappropriate use of the stage. If the stage is closed for reasons deemed necessary by the site supervisor, a refund will not be issued.

- Full payment (plus deposit) must be received seven days prior to rental date.

FOR OFFICIAL USE ONLY

Date Application Received: _____

Equipment Total: _____

Deposit Total: _____

Amount Received:

Equipment: _____

Date: _____

Deposit: _____

Date: _____

Deposit Refunded: _____

Date: _____

Initials of Staff: _____

Parks & Facilities Policies - 13100

Date: May 25, 2004

Accreditation Standard #:

POLICY RE: Mobile Stage Rental Policy

1. The mobile stage will be made available for rent by community, business or private organizations for concerts, theatre, sporting and other special events. All renters must have an approved reservation form to rent the stage. A copy of the form is attached.
2. All reservations will be processed through Bloomington Parks and Recreation, Community Events and will be based on availability of: stage, transport staff and supervisory staff.
3. The mobile stage is only available for use within Bloomington city limits. All stage set ups and locations must be approved, in advance, by the Parks and Recreation Department. Please return the attached form along with the appropriate payment, at least four weeks prior to your event.
4. The mobile stage will be transported, leveled and prepared for use by Parks and Recreation, Operations personnel only and will not be moved once it is in place. The cost for transport is included in the overall cost of the stage
5. A Parks and Recreation supervisor will remain on site during the event while the stage is in operation. The fee for the site supervisor will be determined by event and staffing availability.
6. The site supervisor will monitor stage use as well as weather conditions and will have the authority to shut down the stage if conditions become adverse. Adverse conditions include winds over 25mph and uses deemed inappropriate by department staff. If the stage is closed for reasons deemed necessary by the site supervisor a refund will not be issued.
7. All stage renters are required to pay, as a minimum, fifty percent (50%) of the total rental fee as a deposit at the time of initial reservation. The deposit is refundable provided damage has not occurred to rented facility during use.
8. All rental fees must be paid in full, no less than seven (7) days prior to the date of the renter's scheduled use. If the full fee is not paid within seven (7) days prior to use, Bloomington Parks and Recreation reserves the right to charge a \$25 late fee and/or cancel the reservation.
9. Rental fees may be adjusted to reflect special staffing or equipment needs presented by the nature of the event and/or location.



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10. The renting party is in charge and responsible for the conduct of all persons in attendance during the use of the stage. The renter and/or his/her organization will be held financially liable for any resulting damages to the mobile stage and/or property. Any damage charges will be based on equipment replacement and administrative costs, and may exceed the amount of the damage deposit. Renters are strongly encouraged to inspect the show mobile at the time of its delivery and communicate any concerns or information about pre-existing damage to the on-site facility supervisor at that time.
11. No furnishings shall be removed from the stage. Nothing may be fixed (temporary or permanent) to the stage in any way, without prior consent from Bloomington Parks and Recreation. This includes banners, poster, signs or other materials. No tape, glue or adhesive materials may be used on stage walls, floors, ceiling or any other part of the stage. Any failure to comply with this provision may result in loss of deposit and possible additional repair charges.
12. **The renting party shall provide the City with a certificate of insurance evidencing general liability insurance in the amount of \$1 million per occurrence and \$2 million aggregate. The policy shall name the City of Bloomington Parks and Recreation Department and the renter as insured parties, and the renter shall provide Parks with a certificate of insurance prior to the commencement of operations under the contract. The renter and its insurer shall notify BPRD within ten (10) days of any insurance cancellation. The individual or organization renting the show mobile agrees to release, hold harmless and indemnify the City of Bloomington, its Parks and Recreation Department, and its officers, employees, agents and assigns from any and all claims that may arise as a result of the individual/organization's use of the show mobile. This includes, but is not limited to, claims for personal injury and property damage, whether such claims may be brought by the renting individual/organization, or by any third party.**
13. The Department Administrator may request the use of an approved security officer(s). The cost of the security officer(s) will be assumed by the renter/group.
14. Bloomington Parks and Recreation reserves the right to refuse any rental application.
15. Bloomington Parks and Recreation employees may not use park property or facilities for personal gain.
16. Alcohol, tobacco, and/or illegal controlled substances may not be used in or on Parks and Recreation equipment, facilities or property.
17. Fireworks, firearms and any other weapons are not permitted on Bloomington Parks and Recreation property.



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18. Renters charging a fee for their event must complete appropriate paperwork before rental is approved.
19. The renter is responsible for securing the necessary noise permit from the City of Bloomington, Department of Public Works (349-3410) if amplified music is played.
20. The mobile stage has two separate electrical systems. Requirements for each and the respective connections for each are listed below:
 - 110 Outlets and Non-Theatrical Lighting
 - The minimum power requirement to use the electrical system on the stage is 30 amp/110Volt. The stage uses a Hubble Twist-Lock 30 Amp/110 Volt connector (HBL2611) to power the electrical 110 Volt outlets and non-theatrical lighting on the stage. A 50' power cable with an HBL2611 connector is provided. Also provided is a 6' Hubble-to-pigtail adapter (only to be used by a certified electrician).
 - Theatrical Lighting:
 - The minimum power requirement to use theatrical lighting on the stage is 50 Amp/220 Volt. The stage uses a Hubble Twist-Lock 50 Amp/220 Volt connector (CS6365C) to power the theatrical lighting. A 50' power cable with a CS6365C connector is provided for rentals that include use of the theatrical lighting. Also provided is a 6' adapter cable with a Hubble-to-Leviton 275T and one 6' adapter with a Hubble-to-pigtail (the pigtail adapter is only to be used by a certified electrician).

Under no circumstances are any of the cables provided to be disassembled for temporary conversion. It is the renter's responsibility to ensure that electrical installations are done safely and to code.
21. **All groups or organizations, regardless of affiliation with Bloomington Parks and Recreation, are required to adhere to the above policies.**

